



## 2013 Wyoming Game and Fish Department How to Apply Online

### Step 1: Welcome Page

Read the “Welcome” page and click on any links you need to get all of your information gathered and organized. At a minimum, you will need to know:

- Your sportsperson ID number and date of birth (DOB) OR last name, DOB, zip code and the last four (4) digits of one of the following items:
  1. social security number
  2. tax identification number (United States legal aliens)
  3. passport number (foreign visitors)
- If you are a resident or a nonresident
- Which draw you are applying for. If you are a nonresident and applying for elk, deer or antelope, decide whether you are applying for a special draw and whether you want to purchase a preference point.
- What hunt area and type is your first choice, second choice, and third choice, if applicable.
- If you are planning on donating to Search & Rescue and/or Access Yes.
- Your credit card number and other card information that may be required.
- If applying as a party member, your party ID number.

### Step 2: Notice (credit card notice)

Fully read the credit card notice and agree to the term that we will immediately charge your credit card for the full amount of the license plus the application fee and any donations.

If you do not agree, you may apply with a paper application, using a personal check or money order.

### Step 3: Refund Policy

Fully read and understand the refund policy. The applicant should understand that the refund policy applies whether you apply online or by paper.

### Step 4: Sportsperson Login

All applicants are required to provide the last four (4) digits of their social security number to apply for a license or participate in limited quota drawings.

Section 466(13)(A) of the Social Security Act mandates states have in effect a requirement for the social security number of any applicant for a recreational license to be recorded on the application. The Act does not require the social security number be printed on the face of the license, but does require the number be kept on file at the agency. This provision of the act is to allow for the matching of child support obligors with license holders.

The Department of Health and Human Services has approved an exemption that allows the Department to only capture the last four (4) digits of the social security number, instead of the entire number, to comply with the federal requirements to provide the social security number of a hunting and fishing license purchaser.

The Wyoming Game and Fish Department will not print the social security number on any license document. It will not be accessible on any Department internet license application or sale system. Any uses of the social security number will be limited to the last four (4) digits. The Department will not disclose the social security number to any entity, except to the Department of Family Services, as required for child support enforcement. The sportsperson identification number will continue to be the number printed on licenses or refunds, not the social security number.

Individuals who do not have a social security number will be required to provide one of the following alternate identification numbers:

1. Resident aliens will be required to provide their Tax Identification Number (TIN). This means a person who is not a US citizen who is in our country on a VISA working for a company earning a paycheck or attending college (also known as Resident Alien Card, Green card or Student VISA).
2. International foreign visitors will be required to provide their Passport Identification Number.

If you have preference points or have applied before, you should be in our customer database. Simply enter your sportsperson ID and date-of-birth (DOB). If you do not know your sportsperson ID or are a new customer, select the "I have forgotten my sportsperson ID" button. You will be provided with an input screen to enter your last name, DOB, and the zip code (the last mailing zip code we would have on file for you) and the last four (4) digits of your social security number, tax identification number or passport number.

If you are a current customer in our database but have not provided your social security number in the past, you will be provided with an input screen to enter the last four (4) digits of your social security number, tax identification number or passport number.

If you are certain that you have previously submitted applications or purchased licenses and cannot login to our system, please contact the Department at 307-777-4600 for further assistance. DO NOT create a new customer record.

### **Step 5: Add, Review, and Update Personal Information**

If you are a returning sportsperson, please review and update any information on your customer record.

All customer information can be updated with the exception of your name and date of birth. If either of these are incorrect, please contact the Department at 307-777-4600 for further instructions.

If you are a new sportsperson, please fill out the required information on the screen.

### **Are You a Wyoming Resident?**

Using the drop down button located on the top left of the screen, choose the appropriate response as per W.S. § 23-1-102(a)(ix) and W.S. § 23-1-107.

If you are a Wyoming Resident, you are required to comply with W.S. § 23-1-102(a)(ix) and W.S. § 23-1-107 by:

1. Reading the Wyoming State Statutes listed in the box.
2. Clicking the **I swear, under penalty of prosecution, that I am a Wyoming Resident as defined by W.S. § 23-1-102(a)(ix) and W.S. § 23-1-107** check box.
3. Providing either your continuous years of residency or days active duty military as defined in Wyoming State Statutes.
4. Provide your current Wyoming driver's license, Wyoming state ID or complete the online affidavit, all in accordance with Wyoming State Statutes.

### **Step 6: Hunting Applications Selection**

Choose the draw and species from the list available to you. The list is displayed based on your age, residency, open application dates, and applicable waiting period limitations on moose and bighorn sheep and restrictions for mountain goat and wild bison.

### **Step 7: Application Type Selection**

At this point you must choose whether you want to apply as an “individual,” “party organizer” (meaning you are the first applicant to submit an application for the party) or as a “party member” (meaning you want to join an existing online party).

- Individual – simply click individual and go to step 8, fill out the application.
- Party Organizer – Choose party organizer and hit ENTER. The next screen will show you your party ID. The party ID includes the last name of the organizer AND the six digit assigned number. You will have to give this party ID to the members of your party. It is required that they know and use the party ID when they apply to successfully join your party. After you write down the party ID, click enter to go to step 8, fill out the application
- Party Member – If you choose “party member,” you must enter in the party ID previously created by the party organizer. Party IDs have no spaces or special characters. Once you enter the party ID, you will be taken to the application screen, but will not be able to change the hunt area or type since party applications are required to have the same species, draw (special vs. regular), hunt area and type.

### **Step 8: Fill Out the Application (select hunt area and type, if applicable)**

After choosing the draw and species, you will need to provide specific information, including hunt area, type, preference point purchase (if applicable), withdrawal block (if applicable) and quantity (if applicable). If you applied as a “party member,” you will NOT be allowed to change the species, draw, hunt area or type.

### **Step 9: Voluntary Access Yes Donation**

AccessYes is a program created to maintain and enhance public access for hunting and fishing. AccessYes is funded by voluntary contributions from hunters and anglers dedicated exclusively for improving public hunting and fishing opportunities in the state. AccessYes donations are only used to provide hunting and fishing access onto private and landlocked public lands. The AccessYes program is in response to numerous requests that the Game and Fish Department address the difficulties of finding places to hunt and fish.

The online transaction provides the opportunity for you to designate any whole dollar amount you wish to contribute when applying for a license.

Donating to the program does not provide or imply that access will be granted to any private land that is not enrolled in Wyoming’s Private Land Public Wildlife Access Program. If you would like more information on this program, please call (307) 777-4600.

### **Step 10: Voluntary Search and Rescue Donation**

Wyoming statutes provide for a voluntary donation to be utilized for Search and Rescue activities in the state. This donation will be used solely to defray costs of search and rescue operations. These funds are transferred to the Wyoming Emergency Management Agency for search and rescue operations. As these activities benefit hunters and anglers, the Department encourages your participation in this program. This donation is in addition to other license fees.

The online transaction provides the opportunity for you to designate any whole dollar amount you wish to contribute when applying for a license.

### **Step 11: Application Review**

CAREFULLY read the application review screen to ensure that your choices match what you had intended to apply for. If the information is accurate, choose “Add to Shopping Cart.” If you need to make changes or do not wish to complete the application at this time, you may choose “CANCEL.”

### **Step 12: Shopping Cart**

The first step to completing the application process is to CAREFULLY REVIEW ALL INFORMATION ON THE SHOPPING CART SCREEN. You may choose to hit the “DELETE” button on any application you choose not to apply and pay for at this time. You may choose “Check Out Now” to pay for your selections, or “Add an Application for this Sportsperson” or “Switch to Another Sportsperson,” to submit an additional application in this transaction.

By clicking “Check Out Now,” you are swearing **“Under penalty of prosecution, I swear or affirm that the information given by me on this application is true and correct.”**

### **Step 13: Billing Information**

Verify that the application total listed at the top of the page matches the total amount you are authorizing to be charged to your credit card.

Complete all of the information as requested. **By clicking “Submit” you authorize full payment of the application total above.**

### **Step 14: Receipt**

At the conclusion of your transaction, you will see a receipt detailing information about your transaction. You should print this and keep it for your records.

If you ever have a question about your credit card charge, the receipt number will be important for reference.

The party ID is also printed on the receipt along with a recap of your application information.

### **After application is submitted, you may do the following:**

1. View previously submitted applications
2. Withdraw application from drawing (see applicable deadline dates for withdrawing applications)
3. Modify hunt area and type choices (see applicable deadline dates for modifying applications)